



Town of Scituate, Massachusetts

Coastal Resources

October 7, 2015

REQUEST FOR PROPOSAL

**RFP – Assessing Coastal Erosion, Sediment Transport, and Prioritization Management
Strategy for Shoreline Protection**

TOWN OF SCITUATE, MASSACHUSETTS

COASTAL RESOURCES

ndurfee@scituatema.gov

REQUEST FOR PROPOSAL (RFP)

Assessing Coastal Erosion, Sediment Transport and Prioritization Management Strategy for Shoreline Protection

GENERAL INFORMATION

The Town of Scituate, acting through the Coastal Resource Office, is seeking a qualified consultant to provide technical assistance to achieve town-wide optimization/prioritization planning for shore protection needs. The Scope of Services shall be in accordance with the Town of Scituate's Coastal Community Resilience Grant administered by the Massachusetts Office of Coastal Zone Management on behalf of the Executive Office of Energy and Environmental Affairs (EOEEA) to proactively plan for projects that will improve the coastal resiliency of the community, as both long-term coastal erosion and relative sea-level rise will continue to exacerbate regional storm damage.

With this understanding, the Town is pursuing a long-term planning effort, proposed herein, to evaluate on-going coastal erosion and the sediment transport pathways that govern these processes, identify and evaluate alternative shore protection strategies to determine the most appropriate strategies, assess both historical storm damage and needed shore improvement costs by shoreline reach and prioritize shore protection and/or other management strategies based on potential costs and storm protection benefits. The project will also build public buy-in of the planning effort through workshops, stakeholder input, and property owner engagement.

I. Decision to Use Competitive Sealed Proposals

The Chief Procurement Officer has determined that in order to select the most advantageous proposal for professional services for the Town of Scituate, comparative judgments of technical factors, in addition to price, will be necessary. This proposal is being sought to insure that the best professional services available for Assessing Shoreline Management Techniques to address Coastal Erosion, Sediment Transport, Storm Damage and Prioritization Management Strategy for Shoreline Protection are received by the Town of Scituate and its employees at competitive costs.

II. Introduction

To be considered, proposals must be received before **11:00 AM on Tuesday, October 27, 2015** by the Office of the Town Administrator. No proposals will be accepted after the time and date specified. Proposals should be clearly marked on the outside envelope as RFP: Assessing Coastal Erosion, Sediment Transport and Prioritization Management Strategy for Shoreline Protection delivered to:







Town of Scituate
Attn: Patricia Vinchesi, Town Administrator
Town Hall
600 Chief Justice Cushing Highway
Scituate, MA 02066

1. There will not be a scheduled bidder's conference however; all questions must be submitted to Nancy Durfee, Coastal Resource Officer, Town of Scituate, at ndurfee@scituatema.gov no later than **4:00 p.m. Wednesday, October 14, 2015**. Answers will be provided by addendum via email.
2. The proposer must submit their proposal in separate sealed envelopes bearing on the outside the name and address of the Proposer, addressed to Patricia Vinchesi, Town Administrator, Scituate Town Hall, Scituate, MA 02066. Submit **one original proposal, one digital copy and four double-sided copies** of the Technical Proposal: "Assessing Coastal Erosion, Sediment Transport and Prioritization Management Strategy for Shoreline Protection – Technical Proposal". **The one (1) copy** of each Fee Proposal must be properly filled out, signed, sealed in a separate envelope and endorsed: "Assessing Coastal Erosion, Sediment Transport and Prioritization Management Strategy for Shoreline Protection – Fee Proposal". The technical proposal must include samples of prior similar experience and performance on comparable projects.
 1. Telephone responses, emailed and faxed replies will not be accepted. No responsibility shall be attached to any person or persons for the premature openings of proposals not properly marked.
 2. Proposals that are incomplete, not properly endorsed, or signed, or which are otherwise contrary to these instructions may be rejected as informal by the Chief Procurement Officer.
 3. The Proposer will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts and of the Town of Scituate.
 4. All submitted proposals and associated price quotes must be guaranteed to the Town of Scituate for a period of thirty (30) days from the date of the proposal opening.

5. The Town reserves the right to reject any and all proposals, and to make awards in a manner deemed in the best interest of the Town.
6. Before submitting a proposal, each proposer must make a careful study of the specifications contained in this Request for Proposal document and fully assure themselves as to the quality, quantity and type of services/product that the Town is seeking to procure.
7. The proposal for this work must cover all contingencies, including all labor and materials, transportation, etc., necessary for the purchase and delivery/execution of the services/product required by the Town of Scituate.
8. The specifications as detailed under part entitled TECHNICAL PROPOSAL SPECIFICATIONS shall constitute a part of the contract of purchase, as well as all conditions listed within.


III. Technical Proposal Requirements

Technical Approach (maximum of 5 pages) – The firm should present its technical approach for this project. The Town will evaluate its adequacy and completeness. Sufficient detail shall be provided to demonstrate an understanding of services required, how the project will be structured, and work performed. In particular, the firm should include a discussion of those services required:


-  Quantitative Analysis of coastal change and sediment transport process (e.g. what models and analysis methods will be used);
-  Initial Engineering Analysis to screen potential alternatives;
-  Assess historic storm damage and potential needed coastal infrastructure improvements;
-  Present draft findings to Town officials and the public;
-  Prioritize shore protection measures for shoreline reaches based on coastal processes, engineering alternatives and economic analysis;
-  Draft and issue Final Report incorporating feedback.

IV. Project Staffing and Management

The firm should provide the identity and qualifications of key personnel and sub-consultants, including a description of their previous project assignments and a discussion of their capabilities and experiences. The proposal should include a firm commitment that the project manager and key staff are available and committed for the project duration.

-  ***Related Experience:*** Describe previous projects which illustrate current qualifications and ability. A minimum of five comparable projects shall be

highlighted in table format listing the project location, description, timeframe, and a client reference with title and current telephone number.

-  **Schedule:** Describe the project schedule of activities. Please include a discussion of the firm's approach to ensure the schedule is met, and deliverables are completed.

V. Fee Proposal Requirements

The Fee Proposal shall be enclosed in a separate sealed envelope marked "RFP: Assessing Coastal Erosion, Sediment Transport and Prioritization Management Strategy for Shoreline Protection – FEE PROPOSAL" to be opened by the Town Administrator following the review and evaluation of qualifications/technical proposals.

Please structure your firm's Fee Proposal by indicating estimated cost by subtask' as outlined below in the scope of services and defined herein showing effort hours, billable rates, labor category, expenses and sub-consultant cost in a table format. All billable rates should be fully loaded including salary, benefits and fees. It is assumed that the fee program will be complete and will not exceed the budgeted values in the proposal and should be listed as follow:

VI. Task

1. Conduct kick-off meeting with Project Team;
2. Coastal Processes Analysis: Evaluating recent geological history of the Scituate coastline; local shoreline change – recent and long term, wave refraction model and longshore sediment transport/shoreline change model;
3. Engineering Analysis: Develop an initial engineering analysis of potential shoreline management options to reduce erosion and storm damage for each shoreline reach, evaluate alternatives relative to their applicability to shore protection, and screen options to determine the most appropriate alternatives, considering engineering economics and potential environmental impacts;
4. Assess historic damage data and infrastructure improvements/costs (will be provided by the Town of Scituate);
5. Draft findings and meeting materials, review meeting feedback, present to Town officials, and a public meeting #1;
6. Prioritization process scheme developed for hard and soft shore protection measures for identified shoreline reaches based on coastal processes, engineering alternatives, and economic analyses.
7. Draft shoreline management prioritization scheme, review meeting feedback, present to Town officials, and hold a public meeting #2;
8. Prepare draft final shoreline management prioritization report, incorporating feedback from working session 2;

9. Prepare final shoreline management prioritization report, incorporating comments and feedback from draft.

Task	Description	Deliverable	Deliverable Due Date
1 Kick-off Meeting	Conduct kick-off meeting with Project Team to review project approach, goals, timeline, and plan for public outreach and agency coordination.	Meeting presentation, summary, sign-in sheet	November 30, 2015
2 Quantitative Analysis of Coastal Change and Sediment Transport Processes	Evaluate recent geological history of the Scituate coastline using standard reference materials (maps, aerial photographs, regional geologic data). Evaluate local shoreline change (recent and long-term) based on available information. Use wave refraction model and a longshore sediment transport/shoreline change model to evaluate and quantify coastal processes affecting local sediment budget. Project Team comments on deliverable will be provided within 2 weeks of submittal.	Coastal Processes Analysis for distribution to Project Team	January 30, 2016
3 Initial Engineering Analysis to Screen Potential Alternatives	Use modeling results to develop an initial engineering analysis of potential shore protection options based upon shoreline 'reach.' Evaluate alternatives relative to their applicability to shore protection, and screen options to determine the most appropriate alternatives, considering engineering, economics, and potential environmental impacts. Project Team comments on deliverable will be provided within 2 weeks of submittal.	Engineering Analysis and Alternatives Analysis for distribution to Project Team	March 1, 2016
4 Assess Historical Storm Damage and Needed Coastal Infrastructure Improvements	Assess historical storm damage data as it relates to the coastal infrastructure that protects that development. Assess needed coastal infrastructure improvements/costs. Project Team comments on deliverable will be provided within 2 weeks of submittal.	Historical Storm Damage and Needed Infrastructure Improvements Report for distribution to	April 1, 2016

		Project Team	
5 Working Session #1	Review draft findings and meeting materials with assistance from Project Team. Present draft findings to Town officials. Conduct second meeting for the public.	Working Session 1 meeting materials (presentation, summary, sign-in sheet)	April 15, 2016
6 Prioritize Shore Protection and Other Management Strategies	Develop a prioritization scheme for hard and soft shore protection measures for identified shoreline reaches based on coastal processes, engineering alternatives, and economic analyses. Project Team comments on deliverable will be provided within 2 weeks of submittal.	Prioritization process memo for distribution to Project Team	May 15, 2016
7 Working Session #2	Review draft shoreline management prioritization scheme to Project Team. Present draft scheme to Town officials. Conduct second meeting for the public.	Working Session 2 meeting materials (presentation, summary, sign-in sheet)	June 1, 2016
8 Draft Report	Prepare a final shoreline management prioritization report, incorporating feedback from Working Session 2. Project Team comments on deliverable will be provided within 2 weeks of submittal.	Draft shoreline management prioritization report for distribution to Project Team	June 9, 2016
9 Final Report	Prepare final shoreline management prioritization report, incorporating comments and feedback from draft report.	Final shoreline management prioritization report.	June 30, 2016

SELECTION METHODOLOGY

The Town of Scituate will review the Technical Proposals using the evaluation criteria described below and will rank firms in order of highest to lowest scores. The Town reserves the right to conduct interviews, contact references, or seek any information that may assist in evaluation of proposals.

The Town reserves right to award the contract to the most advantageous proposals, taking in to consideration both technical fee aspects of the proposals submitted and shall not be required to award the firm submitting the lowest cost proposal.

I. Evaluation Criteria

The following weighted criteria will be used by the Town to evaluate the submitted proposals. The criteria are listed in descending order of value; and criteria with the same number of asterisks are equally weighted.

- ✚ Technical Approach: The quality, completeness, and methodology of the proposed technical approach for the project will be evaluated.
- ✚ Project Management: The experience of key personnel and commitment of them to their participation in the project will be evaluated. The experience of the Project Manager will be particularly critical.*
- ✚ Related Experiences: The firm's prior similar experience and performance on comparable projects involving municipal clients in Massachusetts. Added consideration will be given for the firm's experience in Scituate and other similar coastal communities. The firm's demonstrated experience with the full range of shoreline management strategies that may be appropriate for Scituate.
- ✚ Schedule Approach: The firm's approach to developing and maintaining the schedule as well as their history of meeting schedules on similar projects will be evaluated.

II. Comparative Evaluation Criteria

The following ratings will be used to measure the relative merits of each submission which has met the Evaluation Criteria described above. Those submissions which do not meet a majority of the Evaluation Criteria will be deemed unacceptable and will not be considered for this project. These rankings will be applies to each of the Evaluation Criteria in section V for the purpose of scoring the value of each submission.

Definition of the rankings is as follows:

1. **Highly Advantageous:** That submission which demonstrably meets or exceeds all requirements of the RFP criteria.

2. **Advantageous:** That submission which meets or exceeds a majority of the requirements of the RFP. Vagueness or lack of information may not allow full understanding of the Submitter's description of services, staff qualifications, etc.

3. **Not Advantageous:** That submission which clearly does not meet a majority of the requirements of the RFP criteria.